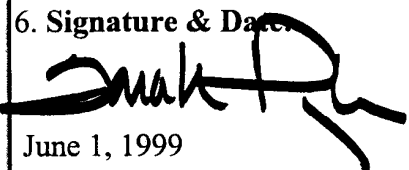


## Appendix B

### Commonwealth of Virginia Database Index Reporting Form

<b>1. Public Body Name &amp; Numeric Code:</b> Virginia Department of Agriculture and Consumer Services - 301	<b>4. Point of Contact:</b> Sarah Pugh
<b>2. Database Title:</b> Agricultural Stewardship Act Cases Tracking Form, entitled "Agricultural Stewardship Weekly Report"	<b>5. Phone Number:</b> (804) 786-3538
<b>3. Database Acronym:</b> (None)	<b>6. Signature &amp; Date:</b>  June 1, 1999

**7. Database Description and Contents:** *(Provide brief narrative summary of purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

Purpose: Assists investigators and decision-makers in keeping current with the status of all cases. Specifically, provides information for each case regarding: complaint number; local soil and water conservation district in which complaint occurred; locality of complaint; investigating agency; name of coordinator (investigator); commodity group; complaint type; date of complaint; complaint result; and complaint status.

Restrictions to public access: Pursuant to Section 3.1-14 B of the Code of Virginia, information regarding active investigations cannot be disclosed until the investigation is closed. Since the Agricultural Stewardship Weekly Report ("Weekly Report") often contains information regarding active investigations as well as information regarding closed investigations, portions of the Weekly Report may not be subject to disclosure at any given time.

**Note:** *Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.*

<b>8. Date of Last Update:</b> 5/26/99	<b>9. Frequency of Update:</b> ___ Daily, <u>X</u> Weekly, ___ Monthly, Other: Or, as needed.
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